

Team Workload Brainstorm Guide

Questions to Drive Brainstorming around Workload	
Can we accommodate any of our work better by adjusting the timing/scheduling or rhythm?	Where would it help to add more people to a body of work? Are there any cross-functional partners we could help or reach out to for help?
What work could be eliminated by purging, improving process or automation?	Are there any projects, functions or bodies of work where we could give each other breaks by rotating responsibility?
What do we need to NOT resource right now? What are the top 3 most important initiatives/functions at the moment?	Is there any work that could be shifted from one person to another? Do we have access to interns? Could that make sense? Are there any work items that make sense to outsource?